



EMPLOYMENT OPPORTUNITY

JOB TITLE: Dispatcher-911

DEPARTMENT: Sheriffs' Office

REPORTS TO: Dispatch Supervisor

ANNUAL SALARY: \$45,344.00 to \$57,117.90 (based on experience and qualifications)

APPLICATION PERIOD: January 1, 2023– until filled

JOB SUMMARY AND PRINCIPLE DUTIES:

Monitors and responds to incoming telephone calls, two-way radio traffic, evaluates and directs calls to appropriate staff and/or agency, dispatches units and relays information pertinent to field operations; Monitors and responds to emergency 9-1-1 calls. Performs records checks; verifies warrants or reports of stolen property with the originating officer or agency; Completes, maintains, and files accurate and appropriate records and logs; Enters information in computer systems; Assists public, by phone or in person, with general questions when necessary. The applicant for this position will be performing these and any other job related duties requested by the supervisor. Can be high stress levels at times. This position is considered an essential employee and during times of disasters will require you to work. **This position is shift work.**

QUALIFICATIONS:

Graduation from high school or equivalent and experience providing the necessary knowledge, skills and abilities to perform the job. Experience with dispatching, or other 2-way radio or telephone communications equipment is preferred; experience handling multiple tasks, including receiving and referring a high volume of telephone communications in a busy and/or hectic work environment is preferred.

CERTIFICATES AND LICENSES REQUIRED: Certification as a Telecommunications Operator by the Texas Commission on Law Enforcement (TCOLE) or able to become a Certified Telecommunications Operator within one year of initial date of hire; subject to a psychological exam; pass a drug/physical exam and must be a US citizen or naturalized citizen for TCOLE certification. Applications are online at:
<https://www.co.chambers.tx.us/upload/page/0201/docs/CCSO%20Application%20rev%2010-22.pdf>

Please submit application to:
Sheriff's Office
201 North Court/PO Box 998
Anahuac, Texas 77514
(409) 267-2500